



Electronic Typewriter 75

Operating Instructions



The instructional material in this book describes basic procedures for using the IBM Electronic Typewriter 75. However, the principles involved are adaptable to many different procedures.

All names used in this training book are purely fictitious, and any resemblance to living persons is coincidental.

References in this publication to IBM products, programs, or services do not imply that IBM intends to make these available outside the United States.

The IBM Electronic Typewriter 75 generates and uses radio frequency energy and if not installed and used properly, i.e., in strict accordance with the operating instructions, the reference manual, and the service manual, may cause interference to radio or television reception. It has been tested and found to comply with the limits for a Class B computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a residential installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna
- Relocate the equipment with respect to the receiver
- Plug the equipment into a different outlet so that equipment and receiver are on different branch circuits

If necessary, consult your IBM service representative for additional suggestions.

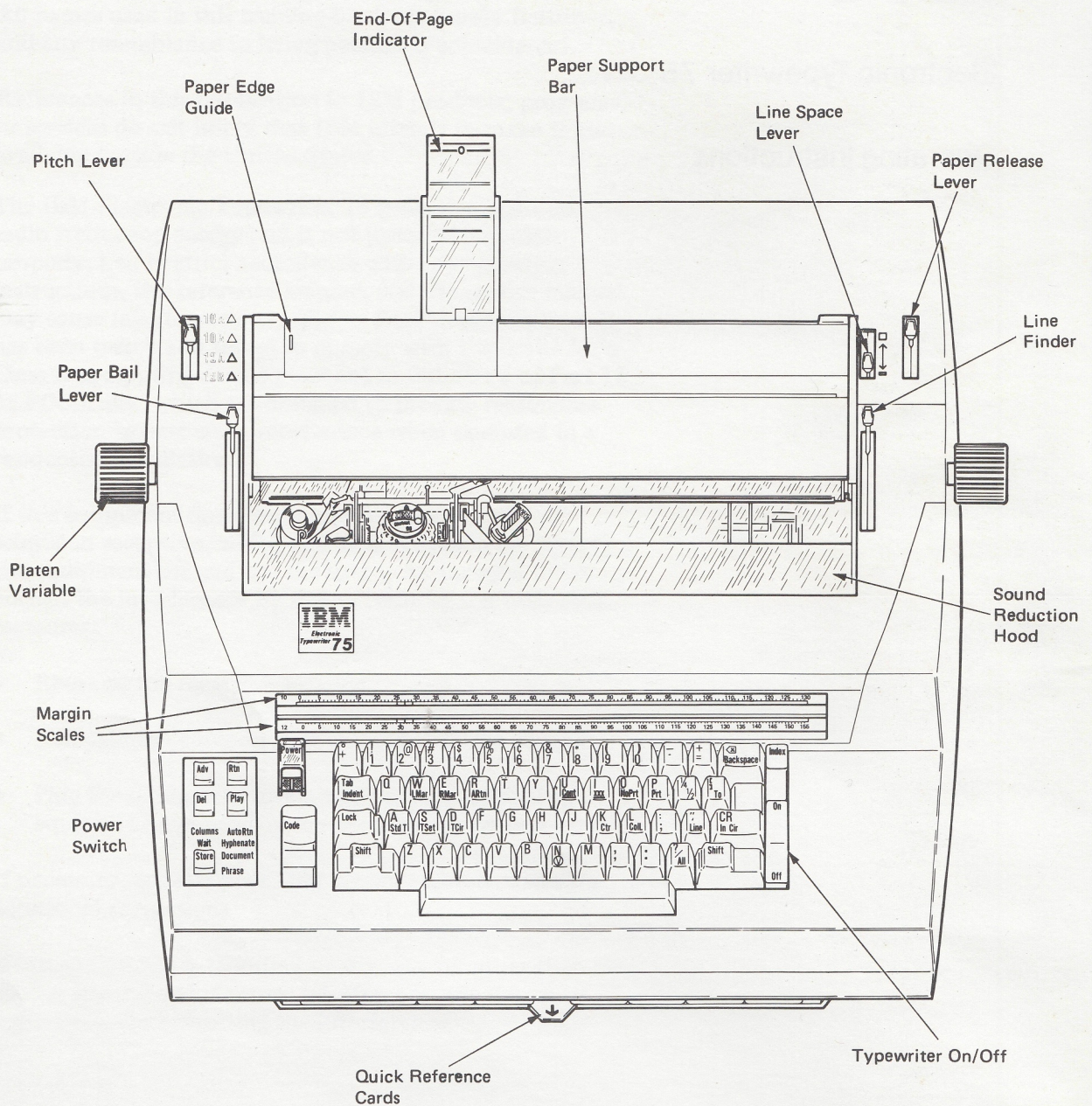
If the equipment is modified in any way by other than IBM personnel and it causes interference, the user is responsible for correcting the interference.



Electronic Typewriter 75

Operating Instructions

IBM Sales
Robert Cunningham
885-3500



NOTE: A detailed illustration of the keyboard is located on the inside back cover of this booklet.

TRAINING INTRODUCTION

Two books are provided with your IBM Electronic Typewriter 75. They have been designed to help you understand how to use your new typewriter. Attached beneath the typewriter are Quick Reference Cards that will be helpful when using the typewriter after your training has been completed. The two books are:

1. Operating Instructions Booklet
2. Reference Book

Operating Instructions Booklet

Purpose:

To present the function and operation of the typewriter by reading and doing.

When To Use:

Begin your training with this booklet when your typewriter is installed.

Organization:

The booklet contains four modules. Each module has explanations to be read and exercises to be completed.

EVERYTHING YOU ARE TO DO WILL BE IN A SHADED BOX LIKE THIS.
Anything that is not shaded is to be read only.

The following chart gives you an overview of what is included in each module.

MODULE	REQUIRED OR OPTIONAL	TOPICS	APPROXIMATE TIME TO COMPLETE*
I	REQUIRED	Typewriter Introduction Typewriter Set-Up, Error Correction In One-Line Memory, Centering, And Underscoring	30-40 Minutes
II	REQUIRED	Document Storage Storing, Playing Back, And Making Changes Using The 7500-Character Memory**	2-3 Hours
III	REQUIRED	Phrase Storage	20 Minutes
IV	OPTIONAL	Additional Automatic Features Setting Up Tables With Columns Of Words (Column Layout) Form Letters And Other Repetitive Documents Typing Indented Paragraphs Typing Tables With Columns Of Numbers (Number Alignment)	20 Minutes 20 Minutes 20 Minutes 10 Minutes

Modules I and II

These modules are required. It is necessary to go through both of these modules to learn to use the basic functions of the IBM Electronic Typewriter 75.

Module III

You must complete Modules I and II before doing Phrase Storage. Phrase Storage is a feature which allows you to store words, phrases, lines or paragraphs which are used throughout the day in different documents. You store and type them only once and then you can use them in any document. This module is required.

* These times are estimates and are to be used only as a guide. Each person should progress at his/her own pace.

** An optional feature is available for the IBM Electronic Typewriter 75, which increases memory to approximately 15,500 characters.

Module IV

You must complete Modules I and II before doing any of the sections in Module IV.

This module contains all the Additional Automatic Features of the IBM Electronic Typewriter 75. These features are an important part of your new typewriter. This module explains how they can help you in your daily work.

Following is a brief description which lists the type of work addressed by each feature. Do the sections that pertain to your work. Each section in this module can be done independently.

Description of Module IV Sections:

Setting Up Table With Columns of Words (Column Layout)

Look at the example below. If you do tables that look like this, you need to go through this section.

Warren Stevens	President	Minneapolis
Mary Hasley	Vice President	Chicago
Franklin Beaumont	Treasurer	New York

Form Letters And Other Repetitive Documents

If you type letters (form letters) or any documents where the majority of the text is the same, you need to go through this section.

Typing Indented Paragraphs

Look at the example below. If you do any typing that includes material that is indented, you need to go through this section.

In planning your meetings, consider the following:

The survey should be administered to large groups of employees.

Time for these meetings must be allowed during regularly scheduled working hours.

Typing Tables With Columns Of Numbers (Number Alignment)

Look at the example below. If you type statistical tables, you need to go through this section.

17,873.00	224,578.65	34,800.99
3,880.22	350.34	27.89
765.11	26,998.23	4,576.78

Reference Book

Purpose:

To present additional information about the typewriter. Lists steps for various ways to use some functions. A “read only” reference.

When To Use:

Primarily would be used after completing the Operating Instructions Booklet. However, it can be used anytime you want to read additional information about your typewriter.

Organization:

The Reference Book contains four sections:

1. One-Line Memory Section
2. 7,500 Memory Section
3. Bells, Lights, What Happened Section
4. Typewriter Features Section

How To Get The Most Out Of The Time You Spend In Training:

1. Read all information carefully.
2. Do all exercises which are in shaded areas.
3. Take the time to feel comfortable with the information and exercises in each module before continuing.

What Can You Expect After Training:

1. You will be familiar with the capabilities of the typewriter.
2. It will take some time to become comfortable with your new typewriter.
3. It will take some time to apply the procedures presented in the modules to your own work.
4. You will want to use the Quick Reference Cards or your Reference Book to refresh your memory on information or steps.
 - Immediately after training, don't expect to be proficient when using every function of the IBM Electronic Typewriter 75. Like anything else you learn, practice makes perfect.

TYPEWRITER INTRODUCTION

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Approximate Time To Complete: 30 — 40 Minutes

I. Typewriter
Introduction

II. Document
Storage

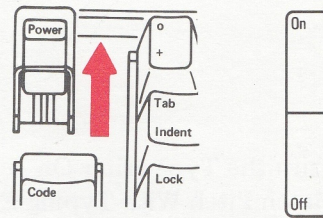
III. Phrase
Storage

IV. Additional
Automatic Features

Turn the Typewriter On:

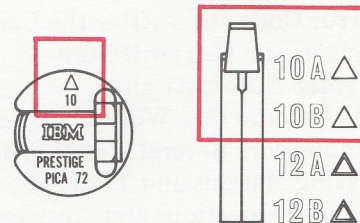
1. Move the Power switch away from you.
2. Depress the ON end of the On/Off switch.
 - Auto Rtn light comes on.

To turn the typewriter Off, depress the OFF end of the On/Off switch. This allows you to keep margin and tab settings.



Match Pitch With Typing Element:

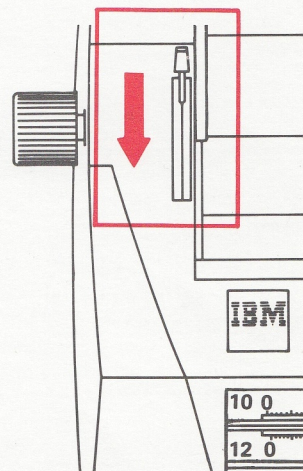
1. Select a 10 (Pica) or 12 (Elite) element.
2. Place the element on the typewriter.
 - If needed, steps are listed under Changing an Element in the Typewriter Features Section of the Reference Book.
3. Move the Pitch Lever to match the number on the element.
 - Use either the A or B position. The purpose of these positions will be explained later.
 - The Margin Scale will light according to the position of the Pitch Lever (10 or 12).



Paper Insertion:

1. Place paper with the left edge even with "0" on the margin scale for this training.
 - Do not roll paper into typewriter.
2. Pull the Paper Bail Lever all the way forward, then release.
 - Paper is inserted to one inch from the top of the paper.
3. Push the Paper Bail Lever back against the paper.

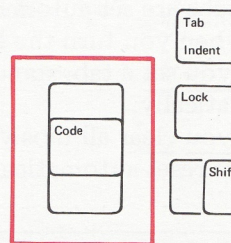
NOTE Paper can be inserted to the top of the paper ("0" inches) or to any half-inch increment up to four and one-half inches. If needed, steps are listed under Paper Insertion in the Reference Book.



Code Key:

You use the Code key with some of the other keys to do many functions automatically.

Think of the Code key as the “TELL IT TO DO KEY.” In other words, “TELL IT TO” . . . set margins and tabs, center, underscore, etc. Just tell the typewriter what you want it to do, and it will!



To Use the Code Key:

Depress the Code key and hold it down while you depress the key that tells the typewriter what you want it to do. Here's how you use it to help you set margins.

Set Left Margin:

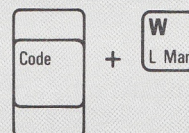
1. Select the margin setting from the chart on the right that matches the element.
2. Space or tab to move to the right of present margin.
 - Code + Backspace to move to the left of present margin.
3. To set the left margin, depress.

10 (Pica) Element

Left Margin 10
Right Margin 72
Line Spacing 1

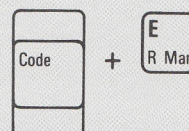
12 (Elite) Element

Left Margin 18
Right Margin 80
Line Spacing 1



Set Right Margin:

1. Select the margin setting from the above chart on the right that matches the element.
2. Space or tab to where you want the right margin.
3. To set the right margin, depress.
4. Carrier return.
 - When you carrier return after setting margins, the paper does not move up.



Additional Right Margin Information:

- A bell will ring five spaces before your right margin.
- You can space, tab, or type through your right margin.

Standard Tabs:

Standard tabs are set automatically at one-inch intervals when you turn the Power switch on.

- When you set a tab, standard tabs are cleared automatically.
- When you clear all tabs you've set, standard tabs are reset automatically.

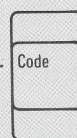
Set Tabs:

1. Select the tab settings from the chart on the right that matches the element.
2. Space to where you want the tab.
3. To set the tab, depress
4. Repeat steps 2 and 3 for the second tab.
5. Carrier return.

- When you carrier return after setting tabs, the paper does not move up.

10 (Pica) Element
Tabs 15, 42

12 (Elite) Element
Tabs 23, 50



+

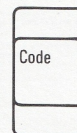


Clear Tabs:

To clear all tabs you have set:

1. Depress

- Standard tabs are reset.

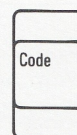


+



To clear one tab at a time:

1. Tab to the tab stop.
2. Depress




+



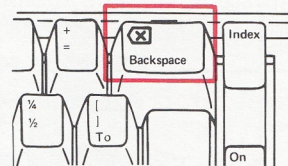
One-Line Memory:

A one-line memory is available to you when you turn the Power switch on. This allows you to automatically correct errors made before the carrier returns. In Module II, you will use a larger memory which allows you to automatically correct errors made anywhere on a page.


Error Correction Before the Carrier Return:

When you are typing, you usually know when you misspell a word. When you realize your error, you depress the  key. The typewriter will automatically back up and take the character(s) off the paper*, then you continue typing.

- On the next page, you'll learn how to correct errors found after the carrier returns.



To Correct Errors Before the Carrier Return:


1. Type your first and last name, do not carrier return.
2. Depress the  key until you erase your last name.
3. Type a middle name and last name.

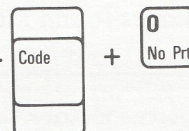
*If you are using a Tech III ribbon, the errors will be covered up.

Error Correction After the Carrier Return:

Once the carrier returns, the typewriter forgets the line you were typing. If you notice an error after the carrier returns, you must retype the incorrect character(s) into the one-line memory. Then they can be erased. Before you type these character(s), you must tell the typewriter not to print them again on the paper. Read the following eight steps, then do the practice.

To Correct Errors After the Carrier Return:

1. Finish the line you are typing, including the carrier return.
2. Roll the paper back to the line with the error.
3. To tell the typewriter not to print*, depress
4. Space across to the error.
5. Retype the incorrect character(s) the way they appear on the paper.
6. Depress the  key.
 - No Prt is cancelled.
7. Type the character(s) correctly.
8. Return to the line where you want to continue typing.



Try this for practice:

1. Type the following:

Ms. Joyce Hill
3333 Ivy Lane
Paris, KY 00000

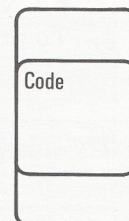
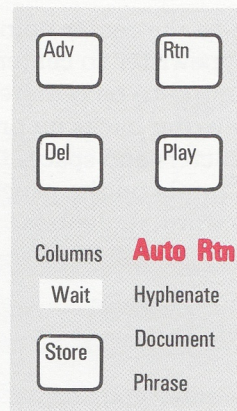
2. Change address from 3333 to 3344.

*No Prt (No Print) is only used with the one-line memory.

Automatic Carrier Return:

When the Auto Rtn light is on, the typewriter will carrier return automatically at the right margin. You don't need to depress the carrier return. Here's what you do:

1. Continue typing when the right margin bell rings.
 - After the next space(s) or hyphen(s) you type, the carrier is ready to return. It returns when you type the next character.
2. Continue typing as the carrier returns.
 - The typewriter remembers up to 31 characters and spaces typed as the carrier returns. They print when the carrier reaches the left margin.



To end a line before the margin bell rings, you will need to depress the carrier return.

Some examples are:

- Date
- Inside address
- Salutation
- Short last line of a paragraph
- Closing
- Short headings

You can probably think of others.

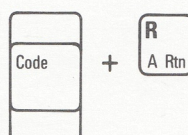
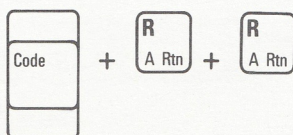
Type the following to practice using Automatic Carrier Returns:

Your new electronic typewriter provides many automatic capabilities for you; such as, error correction, centering, underscoring, automatic carrier return, paragraph indent, column layout, and number alignment.

When typing a form or a table, you do not want the carrier to return automatically. In these instances, turn the Auto Rtn light off.

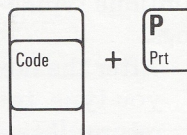
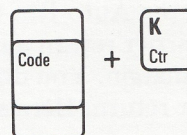
To Turn Auto Rtn Off:

To Turn Auto Rtn On Again:




Center Automatically:

1. Space or tab to the center point.
2. To tell the typewriter to center, depress
3. Type the word(s) to be centered.
 - The typewriter backs up once for each two characters and spaces typed.
 - Nothing prints on the paper.
4. To print the word(s), depress



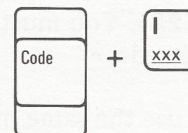
Try this for practice:

Center your name

- If you make an error while typing and need to start over, enter Center again and retype.
 - Erases what was typed.
 - Returns the carrier to the center.
 - The typewriter is still in the center mode so you can begin retyping.
- If you notice an error after the word(s) prints, use the  key to correct it.

Underscore One Word Automatically:

1. Type the word.
 - Do not space before telling the typewriter to underscore.
2. To underscore, depress

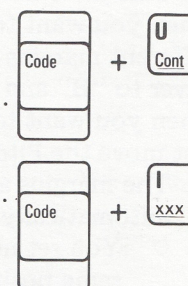


Try this for practice:

Type and underscore your first name.
Type and underscore your last name.

Underscore Several Words or Lines Automatically:

1. To tell the typewriter where to begin the continuous underscore, depress
2. Type the words or lines to be underscored.
3. To tell the typewriter where to end the underscoring, depress



Try this for practice:

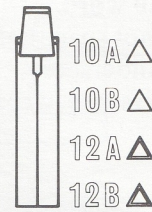
This is to confirm our recent telephone conversation concerning
a tour of our fort for Post 92.

Centering and underscoring can be used together.
For additional information see Underscoring in
the Reference Book.

Saving Margins and Tabs:

One set of margins and tabs is saved automatically at each position of the Pitch Lever (10A, 10B, 12A, 12B). You must select where you want them saved.

If you use the same margins and tabs for the majority of your work, this can be very helpful to you.



Here's what you do:

1. Move the Pitch Lever to "A".
2. Set margins and tabs you use for most of your work.
 - This saves them at the "A" position.
3. When you want to type something with different margins and tabs, move the Pitch Lever to "B" and set them.
4. When you want to use the "A" set-up again, just move the Pitch Lever back to "A".
 - The margins and tabs are reset for you automatically. They will be saved until:
 - You set new margins and tabs in the same position.
 - You turn the Power switch off.

NOTE: The Power switch can be left on even if the On/Off switch is turned off. Power switch "On" saves margins, tabs, and anything typed in memory. Minimal electricity is used.


Conclusion:

In this module, you've learned how to set up the typewriter and to use a number of automatic functions, including error correction. With this information you'll be able to type some of your routine work.

If you have any questions, refer to the One-Line Memory section in the Reference Book.

Continue with Module II. Plan to complete Module II at one time (approximately two — three hours). You will learn how to correct errors of any length, and to add words, lines, or paragraphs without retyping. This will make your typing easier.

Review Questions:

1. Which switch can you turn off and not lose your margins and tabs?
2. When you turn the _____ switch off, all margins and tabs are cleared.
3. When using the "TELL IT TO DO KEY" (Code key) you _____ while depressing the other key.
4. When you turn the Power on, standard tabs are set every _____.
5. The standard tabs disappear when you set a _____.
6. You practiced correcting errors after the carrier returns. The steps are listed below alphabetically. Place them in order by writing in numbers 1-8.
 - A _____ Depress the  key.
 - B _____ Finish the line you are typing including the carrier return.
 - C _____ Retype the incorrect character(s) the way they appear on the paper.
 - D _____ Roll the paper back to the line with the error.
 - E _____ Return to the line where you want to continue typing.
 - F _____ Space across to the error.
 - G _____ To tell the typewriter not to print, depress Code + "O" (No Prt).
 - H _____ Type the character(s) correctly.
7. The _____ light must be on for the typewriter to carrier return automatically.

Answers:

1. On/Off switch
2. Power
3. hold it down
4. inch
5. tab
6. A(6); B(1); C(5); D(2); E(8); F(4); G(3); H(7)
7. Auto Rtn

DOCUMENT STORAGE

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Approximate Time To Complete: 2-3 Hours

DOCUMENT STORAGE

In addition to the one-line memory explained in Module I, the IBM Electronic Typewriter 75 also has a larger, 7500-character memory* for storing your typed documents. This will be referred to as Document Storage. Document Storage can be divided into 26 storage areas. The storage capacity of 7,500 characters equals approximately five average-size letters or a three-page report.

This gives you some advantages you didn't have when using the one-line memory:

1. You can correct errors and make additions and deletions anywhere in a stored document without retyping it.
 - Memory automatically makes room for additions and closes up for deletions when the Document light is on.
2. You can play back corrected copies of the document after you make changes.

Importance of Auto Rtn Light When Using Document Storage:

Auto Rtn light should be on.

- Let the typewriter decide where to end the lines and carrier return automatically for you.
- If you carrier return before the bell, you are telling the typewriter it must always carrier return there. Be sure that's what you want. For example, you would want to depress the carrier return key after the inside address of a letter, salutation, closing, and after a short last line of a paragraph.

*An optional feature is available on the IBM Electronic Typewriter 75 which increases memory to approximately 15,500 characters. See the Reference Book for information.

First, you will read about how to store a document. Then you will store two paragraphs. These two stored paragraphs will be used to teach you how to play back and how to move around in the storage area to make changes (additions and deletions) to a document.

Since you will be using the same two paragraphs to Play, Advance, Return, and Delete, it is recommended that you complete all of this module at one time.

Adv

Rtn




Del

Play

Remember, everything that is in memory (Document Storage) will be remembered until the Power switch is turned off. This module uses the same two paragraphs for several exercises. If you turn the Power switch off, you will have to retype these paragraphs. It is also important to remember to leave the Power switch on when you are using Document Storage to do your own work.

You will also learn how the flexibility of memory makes it easier to make changes without retyping the entire document. You cannot use No Print for making changes in the 7500-character memory as you did to correct errors found after a carrier return in Module I. No Print is only used when you are in the one-line memory.

To Store a Document:

1. To tell the typewriter you want to store, depress  + any alphabetic character
 - Hold down the Store key while depressing the alphabetic character.
 - This identifies the area where the document will be stored.
 - Use a different storage area for each document.
 - Document light comes on. This means you are connected to a Document Storage area and the typewriter will remember everything you type.
 - Make a note of the storage area (A-Z).
 - You could mark the alphabetic character in pencil on the paper in the typewriter.
2. Make sure the Auto Rtn light is on.
 - It must be on while typing so it will be easier to make changes.
 - If the Auto Rtn light is not on, depress Code + R to turn it on.
3. Type the document.
 - Use the  key to correct errors that you notice while on the same line.
 - Correcting errors found after the carrier returns will be covered later.
 - If you decide to start over after beginning to type the exercise, select a different storage area.
4. To end the document, depress 
 - The Document light goes off. This means you are no longer connected to a Document Storage area.

EXERCISE

1. Use these margins and tabs.

10 (Pica) Element		12 (Elite) Element	
Left Margin	10	Left Margin	18
Tab	15	Tab	23
Right Margin	72	Right Margin	80

2. Follow steps 1-4 on the previous page to store these paragraphs.
 - Because the Auto Rtn light is on, do not depress the Carrier Return (CR) key except between the paragraphs and at the end of the exercise. The exercise copy is marked where you need to depress the CR key. If you carrier return other than where marked, select another storage area and start over.

All customer orders are processed and edited for billing by each individual department. *CR*

CR

The complete calculation is sent to a billing typist. The typist prepares an invoice, which is edited and refigured by an accounting clerk before it is sent to the customer. *CR*

CR

Playing Back a Document:

When you finish typing, you are at the end of the document. If there are no errors or changes, your document is final.

You can also play back additional copies of your document because the typewriter remembered everything you typed.

In the next exercise you will play back the two paragraphs you have stored. The Document light will be on. Remember when the Document light is on, anything you type will be stored and played back as part of your document.

To Play Back an Entire Document:

1. Tell the typewriter what storage area (A-Z) you want to play back, by depressing Store + The letter (A-Z) where the document was stored.
 - Connects you to the beginning of that storage area.
2. To play back everything in the storage area, depress Play + ? /
All
 - After playing back, you are at the end of the document.

EXERCISE:

Follow the above steps to play back the two paragraphs you typed.

If you could “see” what is in the storage area, it would look like the illustration below. Notice that every character, space (^SP), tab, and carrier return (**CR**), or Automatic Carrier Return (**ACR**) is stored.

TAB All^S customer^S orders^S are^S processed^S and^S edited^S for^S billing^A
by^S each^S individual^S department.^{S S CR}

TAB The^S complete^S calculation^S is^S sent^S to^S a^S billing^S typist.^{S S ACR}
The^S typist^S prepares^S an^S invoice,^S which^S is^S edited^S and^S refigured^{AC}
by^S an^S accounting^S clerk^S before^S it^S is^S sent^S to^S the^S customer.^{S S CR R}

In addition to playing back an entire document, you can also play back a word or a line.

To Play Back a Word at a Time:

Depress Play

What is a "word" to this typewriter?

- Any word or character or group of characters and the space (^SP) or spaces (^SP^SP) following them.
- Tab or multiple spaces.
- Automatic Carrier Return (ACR) or Carrier Return (CR).

^{WORD}
^{TAB} Above ^{WORD} all, remember you are typing a ^{WORD} draft.^SP^SP ^{WORD} CR

To Play Back a Line at a Time:

Depress Play + " "
Line

What is a "line" to this typewriter?


- A line of words including the Automatic Carrier Return (ACR) or the Carrier Return (CR).
- A Carrier Return by itself.

^{LINE}
will be letter perfect.^SP^SP^{CR}
^{LINE}{CR
^{LINE}{CR
The final copy and carbons^{ACR}
^{LINE}

{ Total Number
of Lines = 4

If you are in the middle of a line and tell the typewriter to play a line, it plays out the rest of the line through the Automatic Carrier Return or Carrier Return.

To Stop Playback at Any Time:

Depress 

- Before stopping, plays through the end of a word including punctuation, space or spaces.
- To continue playback depress Play, Play + Line, or Play + All.

In the next exercise, you will be playing back what has been stored in the Document Storage area (the two paragraphs) with the Document light on. You already have all the words, spaces, and carrier returns stored that you want to play back.

While you are playing back on paper, you are also moving through the words and lines in the storage area. After a word or line prints on your paper, that is also where you are located in the storage area.

Therefore, when all you want to do is play back by word, line, or all, it is important that you do not depress any other typewriter keys. If you do, they will then be added at that point to the stored paragraphs in the Document Storage area. Then, when you play this document back again, these extra characters, carrier returns, or spaces would play back as part of your document.

After you have played back a document, you are at the end of the storage area. To return to the beginning of the storage area, use Return (Rtn) + All.

To Return to the Beginning of a Storage Area:

Depress  + 

EXERCISE:

Use the copy from the previous exercise as a reference to see how much plays back as a line, a word, and all.

1. Depress Rtn (Return) + All to return to the beginning of the storage area.
 - Hold down Rtn while depressing All.
2. Depress Play + Line, to play back the first line.
3. Depress Play + Line, to play back the second line.
4. Depress Play + Line, to play back the carrier return between paragraphs.
5. Depress Play three times to play back the tab and the first two words of the second paragraph. Depress Play + Line to play back the rest of this line.
6. Depress Play + All to play back the rest of the document.
 - After playing back the document, you are at the end of the Document Storage area.

Review Questions:

1. The total storage capacity is approximately _____ characters.
2. When in Document Storage, any time you _____ before the bell rings, the typewriter will always place a carrier return at that point in your document.
3. When you depress Store + an alphabetic character, where are you located in the Document Storage area?
4. How many document(s) are to be stored in a storage area?
5. When you have completed typing a document, where are you located in the Document Storage area?
6. What is a word to this typewriter?
7. What is a line to this typewriter?
8. How do you stop playback on this typewriter?

Answers:

1. 7,500 (15,500 if you have the optional feature)
2. carrier return
3. beginning
4. one
5. end
6. a word including space or spaces following it, tab, multiple spaces, Carrier Return or Automatic Carrier Return.
7. a line including Carrier Return or Automatic Carrier Return or a Carrier Return by itself.
8. Depress Play

Advancing and Returning in a Storage Area:

In the previous exercise, you used Rtn + All to return to the beginning of the same storage area. However, if you were at the beginning of a storage area, Adv + All would move you to the end of the storage area.

Advance (Adv) and Return (Rtn) allow you to move quickly through the information in the storage area without playing back.

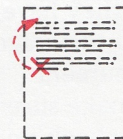
The Adv and Rtn keys can be used by themselves to move ahead or back a word. They can also be used with the Line, All, and To keys. Since you already know how far you would move with Line and All, you will practice the "To" function only. The "To" function allows you to find the beginning of a certain line.



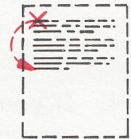
How to Decide whether to Use Adv or Rtn?

1. Determine where you are in the storage area.
 - Keep depressing Play until a word prints on the paper.
 - If nothing happens, you are at the end of the storage area.
2. Determine if you want to go:
 - Back toward the beginning of the storage area. If so, use Return (Rtn, Rtn + Line, All, and To).
 - Forward toward the end of the storage area. If so, use Advance (Adv, Adv + Line, All, and To).

The main difference between Return and Advance is the direction you move through the Document Storage area.







*use
return*



*use
advance*

To Advance To a Certain Line Beginning:

1. To tell the typewriter you want to go forward toward the end, depress  + 
2. Type the first word that begins the line you want to find.
 - Type the word exactly the way it appears on your last copy, even if it is incorrect.
 - Include capitals, characters, and spaces.
 - If more than one line begins with the same word, type two or more words.
 - Nothing prints on your paper.
 - You can type a maximum of 28 characters.
3. To tell the typewriter to find that line, depress 
 - If the carrier was not at the left margin, it moves to the left margin and down to the next line on the paper.
 - In the storage area, you are at the beginning of the line you told the typewriter to find.
 - A bell rings if the line cannot be found. Repeat steps 1-3, making sure you type the line beginning exactly as it appears on your copy.
 - If you enter Adv + To and as you start to type the line beginning, the characters print on your paper, you may already be at the end of your document and unable to use Advance To. In this case, you would use Return To. Use the  key to erase the characters that printed because they have been stored in the Document Storage area as part of your document.
4. If you want to make sure you are on the correct line, play back one or two words.





EXERCISE:

Practice Advance To using the two paragraphs you stored. Use the copy you played back in the last exercise as a guide to the line beginnings.

1. Return to the beginning of the storage area (Rtn + All).
2. Adv + To; type the first word of the second line of the first paragraph; depress Adv.
3. To see if you're on the right line, play back one or two words.
 - You can either play back the rest of the line by Play + Line or immediately do step 4 of this exercise.
4. Adv + To; type the first word of the second line of the second paragraph; depress Adv.
5. Again, to see if you're on the right line, play one or two words.

The Return To function also moves you through the storage area but towards the beginning. The steps to use Return To are listed below.

To Return To a Certain Line Beginning:

1. To tell the typewriter you want to go back toward the beginning, depress  + 
2. Type the first word that begins the line you want to find.
 - Type the word exactly the way it appears on your last copy.
 - Include capitals, characters, and spaces.
 - If more than one line begins with the same word, type two or more words.
 - Nothing prints on your paper.
 - You can type a maximum of 28 characters.
3. To tell the typewriter to find that line beginning, depress 
 - If the carrier was not at the left margin, it moves to the left margin and down to the next line on the paper.
 - In the storage area, you are at the beginning of the line you told the typewriter to find.
 - A bell rings if the line cannot be found. Repeat steps 1-3, making sure you type the line beginning exactly as it appears on your copy.
 - If you enter Rtn + To and as you start to type the line beginning the characters print on your paper, you may be at the beginning of your document and unable to use Return To. In this case, you would use Advance To. Use the  key to erase the characters that printed because they have been stored in the Document Storage area as part of your document.
4. If you want to make sure you are on the correct line, play back one or two words.

Advance and Return are very helpful when making changes (proofreading changes, additions, and/or deletions) to a document.

Using Adv + To and Rtn + To you can quickly reach a line that needs to be changed. Changes can be made by typing only the changes and not the entire document.

To Make Changes (Additions):

1. Adv To or Rtn To the line where changes need to be made.
2. Play back by word until you play the word before the addition.
3. Type the addition.
 - The Document light must be on so the additions will be included in the Document Storage area. They will also print on your paper.
 - Be sure to type the punctuation and space(s) following the addition.
 - When you add new words, lines, or paragraphs, the remaining words in the document area will move over to make room for the addition.
4. Continue making corrections using Adv To and Rtn To.
5. Play back a corrected copy by depressing Rtn + All and Play + All.

You can make additions of any length. In the next exercise you will practice adding a word. To make a longer addition, paragraph or line, you would continue typing to the end of the addition, including any spaces or carrier returns.

EXERCISE:

Use the two stored paragraphs below to make an addition:

1. Use Rtn + All to go to the beginning of the storage area.
2. Play back a copy of the two paragraphs.
 - Use this copy for a guide in this exercise.
3. Use Rtn To to return to the first line of the second paragraph.
4. Depress Play until "complete" prints, then type "monthly" and a space. Do not carrier return.
5. Use Return + All to move to the beginning of the storage area and play back a corrected copy.
 - Save this copy for your next exercise.

All customer orders are processed and edited for billing by each individual department.

The complete ^{monthly} calculation is sent to a billing typist. The typist prepares an invoice, which is edited and refigured by an accounting clerk before it is sent to the customer.

Automatic Carrier Return:

Look at your playback copy. Notice that the line endings of the last paragraph were changed. This happened because you added a word to a line.

At the beginning of this module, you were told to let the typewriter automatically carrier return when storing a document in the 7500-character memory. The Auto Rtn light is on.

After adding a word in the previous exercise, you may realize why this is important. Here's why:

- If you add or delete words in a stored document, you may lengthen or shorten the line(s). When the Auto Rtn light is on, you don't have to worry about your line endings at the right margin.
- When playing back a corrected copy with the Auto Rtn light on, the carrier returns automatically just as if you were typing. It makes your lines the right length based on the margins you set.

Spacing Twice at the End of Every Sentence:




To have two spaces between sentences when playing back, you must type two spaces at the end of every sentence. This also means you must space twice after a period at the end of a line. The reason is when playing back after changes have been made, a sentence that once ended at the right margin may now end in the middle of the line.

To Make Changes (Deletions):

You have practiced adding a word to a line. Now you will learn how to erase (delete) a word(s) or a line(s) from a document.


A word and line are the same as they were defined on page 25.

To Delete an Entire Line or a Word at Beginning of a Line:

1. Advance, Return, or Play to the line being changed.
 - This moves you to the beginning of a line.
2. To delete the entire line, including the carrier return, depress.  + 
or
To delete the first word of a line, depress 
3. Play back a corrected copy after all changes to a document have been made.

If you are in the middle of a line and tell the typewriter to delete a line, it deletes the rest of that line through the carrier return.

To Delete a Word(s) in the Line:

1. Advance, Return, or Play to the line containing a word(s) to be deleted.
2. Play back to the word before the word(s) to be deleted by depressing Play
 - If you accidentally play back too far, use the  key to erase the word to be deleted instead of Del.
3. For each word to be deleted, depress Del
4. Play back a corrected copy after all changes to a document have been made.

Remember that when you added words and lines in the storage area, the remaining words moved over to make room for the additions. As you would expect, when deleting words and lines, the remaining words move together to fill up the empty spaces.

To Delete an Extra Carrier Return:

1. Carrier returns are defined as a word or line. You read you could delete them by Del or Del + Line.
2. Look at the example on the right. To delete the extra CR:
 - Return To the line above the extra CR. (Ms. Joyce Hill)
 - Play back that line, including the carrier return.
 - You are now positioned at the beginning of the line that is the extra carrier return.
 - Depress Del or Del + Line.
3. Play back a corrected copy after all changes to a document have been made.

Example:

Ms. Joyce Hill
CR
3333 Ivy Lane
Paris, KY 00000

EXERCISE:

1. Use the copy you saved from the last exercise.
 - Check to see if your line beginnings are the same as shown below. If not, mark the revisions on your copy and use your copy for making the changes.
2. You were at the end of the storage area when you completed the last exercise. Use Rtn + All to go to the beginning of the storage area.
3. Depress Play until the word "orders" prints.
4. Delete "are" and type "will be" and a space.
5. Use Adv + To to move to the line beginning ("by each individual department") for the second correction and depress Adv.
6. Play back any word(s) before "each" and then use Del + Line to delete "each individual department." Remember, the carrier return is also deleted.
7. Type "the Accounts Payable Department." and a carrier return.
8. Use Adv + To to move to the line beginning for the third correction and depress Adv.
9. Make the correction.
10. Move to the beginning of the storage area and play back a corrected copy.


~~All customer orders are processed and edited for billing~~
~~by each individual department.~~
will be
the Accounts Payable Department

The complete monthly calculation is sent to a billing
typist. The typist prepares an invoice, which is edited and
~~refigured~~
recalculated by an accounting clerk before it is sent to the
customer.

Advancing and returning to make changes within the document will be very helpful in your everyday work. Most documents are changed at least once before they are final. Don't expect to be able to make these changes without a little practice.

You have learned to delete a word and a line. When a document has been revised for the last time and a final copy played back, you will want to delete it. This will make more space available for storing other documents.

To Delete an Entire Storage Area:

- Depress  + Alphabetic character where document was stored.
- Everything in that storage area is deleted.
 - The Document light stays on.
 - You will remain in that same storage area.

EXERCISE:

Now you will delete the two paragraphs.

Depress Del + alphabetic character (A-Z) where you stored the paragraphs.

They are gone! You will not have to use them again to complete the training.

Almost everyone types a letter now and then.

Use the following exercise to practice storing and making changes to a document. No steps are included. If you need assistance, review the information in this module.

You can either practice the exercise or store a simple letter that is part of your own work. You will probably get to change your own work sooner or later!

EXERCISE:

1. Use the margins shown on the right.

10 Pitch		12 Pitch	
Left Margin	10	Left Margin	18
Right Margin	72	Right Margin	80

2. Store the following letter:

September 1, 19xx

Ms. Susan Carlson
678 East Fourth Street
Lexington, KY 40000

Dear Ms. Carlson:

All the arrangements for your trip to the Scandanavian countries have been made. Please review the enclosed itinerary and let us know if any changes are necessary at least three weeks prior to the date of your departure.

Sincerely yours,

Conrad Mercer

EXERCISE (cont'd)

On the next page you will find the changes to make to your stored letter. You may want to mark the changes on your typed copy.

EXERCISE:

September 1, 19xx

Ms. Susan Carlson
678 East Fourth Street
Lexington, KY 40000

Dear Ms. Carlson:

All ~~the~~ arrangements for your trip to the Scandanavian countries have been made. Please review the enclosed itinerary and let us know if any changes ^{will be} ~~are~~ necessary at least three weeks prior to ~~the date of your departure.~~
your departure date.

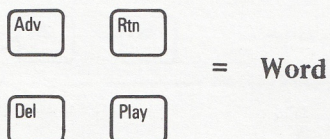
Sincerely yours,

Conrad Mercer

Summary of Uses of Adv, Rtn, Del, and Play in a Storage Area:*

Definition of Word:

- Word:
- Words and the space or spaces following them.
 - Each tab or multiple spaces.
 - Each Automatic Carrier Return and Carrier Return.



By themselves, these keys cause the typewriter to Adv, Rtn, Del, and Play a word.

- Advance a word at a time.

WORD WORD WORD WORD

X without X typing. X When X necessary X

A C R

- Return a word at a time.

without typing. When necessary

X use the X defined, X

A C R

- Delete a word at a time.
- Plays a word at a time or stops playback.

*You have not practiced the functions with red headings. Be sure to read these functions carefully.

Summary (Cont'd)

Definition of Line:

- Line:
- Line of words, including the Automatic Carrier Return or Carrier Return.
 - Automatic Carrier Return or Carrier Return by itself.

Adv

Rtn

+ Line

Del

Play

Depressed with the LINE key, these keys:

- Advance a line.

-----X-----
the end. ^{S S C}
_{P P R}
CR

When you use this typewriter

- Return a line.

-----X-----
beginning. ^{S S C}
_{P P R}
CR

When you use this typewriter

- Delete a line.
- Play a line.

Summary (Cont'd)

Definition of All:

- All:
- Action takes place from where you are in a Document Storage area, to the end or beginning of the Document Storage area.



+ All



Depressed with the ALL key, these keys:

- Advance to the end of a storage area.
- Return to the beginning of a storage area.
- **Delete to the end of a storage area.**
 - Deletes from where you are located in the storage area to the end of the storage area.
- Plays to the end of a storage area.
 - Plays from where you are located in the storage area to the end of the storage area.

Definition of To:

- To:
- Action takes place from where you are in a Document Storage area, to the line beginning you selected.



+ To



Depressed with the TO key, these keys:

- Advance To a certain line beginning.
- Return To a certain line beginning.
- **Delete To a certain line beginning.**
 - Deletes from where you are in a storage area to the beginning of the line selected.
- **Play To a certain line beginning.**
 - Plays from where you are in a storage area to the beginning of the line selected.

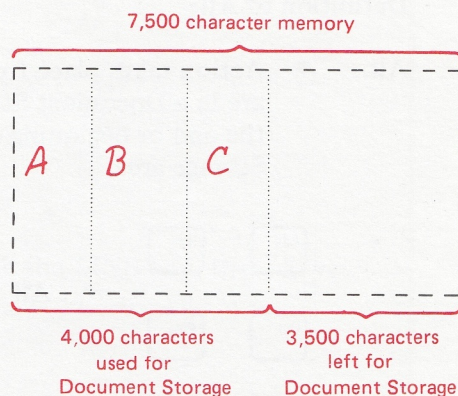
Memory Capacity:

You have been storing the exercises in Document Storage areas (A-Z). As you know, memory capacity is approximately 7,500 characters. Therefore, everything you store in a Document Storage area subtracts from the 7,500 characters.

Memory Full Warning:

When the typewriter bell rings three times and Document light blinks, it means that space for only 100 characters remains to be used in memory.

- Continue typing if you need to type and store only a few words to finish the document.



Memory Full:

When the typewriter bell rings with each character you type, it means that memory is full. Characters cannot be stored into memory or printed on the paper.

- You cannot continue typing and storing.

Memory Full — What to Do?

In order to make more memory available, you need to delete document(s) from one or more storage areas.

To make more memory available:

- Do not leave present storage area.
- Consult storage log for document(s) that can be deleted.
- Depress Del + A-Z.
- Continue typing.

If you decide not to delete anything, you may turn the Document light off and continue typing. With the Document light off, nothing typed from that point on will be stored. You would then be using the one-line memory.

Wait Light

A Wait light comes on to indicate the typewriter is finding a storage area or line beginning.

- Do not perform any typewriter operation until the light goes off.

Keeping Track of What You Store (Storage Log):

Earlier you read about writing down the letter of your storage area on your paper. This was so you could remember where you stored the document. This may be sufficient for your needs.

If you want to keep more information about what you store, here is a suggested guide for designing your own system. If this sample meets your needs, use it. A copy of this form is found in the Reference Book. You can copy it if you decide to use it.

Storage Area	Description Of Document	Pitch Lever		Margins	Tabs	Additional Notes
A	Letter to Jones	10A	10B	15 + 75	20, 25, 42	single spacing Courier 10
B	3rd qtr report	10A	10B	12 + 90	17, 22, 27, 50	Prest. Elite/ Double spacing 3 pages
C	vacation memo	10A	10B	10 + 75	15 + 20	
D	Letter to Smythe	10A	10B			2 pages

Key to Sample Storage Log:

- ① Alphabetic character used for storage
- ② Brief description of document
- ③ Circle Pitch Lever position selected (10A, B or 12A, B)
- ④ Margins set for document
- ⑤ Tabs set for document
- ⑥ Any additional notes or comments about that document, i.e., typestyle, line spacing (1, 1-1/2, 2, 3), number of inches from top of paper for paper insertion, etc.

Typing a Hyphen to Split a Word:

While typing, there may be times when a word is too long and would exceed the right margin. You would then want to split that word with a hyphen, after a syllable. This will be referred to as a syllable hyphen.

To Type a Syllable Hyphen:

1. When the right margin bell rings, type the first part of the word plus the hyphen.
2. Type a carrier return.
3. Finish the word on the next line.

Typed Copy:

```
----- depart-CR
ment -----
```

Any time the typewriter finds a hyphen and a carrier return you typed after the bell has rung, it will ignore them if the word falls within a line. If the lines are rearranged during playback (Auto Rtn light on), the syllable hyphen will not appear in the middle of a line.

Revised Playback:

```
-----
----- department -----
```

When the right margin bell rings and you need to type a hyphen that is part of the word (day-to-day), you type the hyphen and continue typing. You must let the typewriter end the line with an Automatic Carrier Return (*ACR*). Then in playback these hyphens will always print.

Example:

Typed Copy:

```
--- day-to-ACR
day -----.
```

Revised Playback:

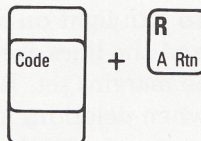
```
-----
day-to-day -----.
```


To Make Hyphenation Decisions During Playback:

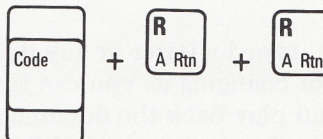
If you want a more even right margin, you can tell the typewriter you want to make hyphenation decisions during playback.

1. Hyphenate light must be on.

- If Auto Rtn light is on, to turn Hyphenate light on, depress



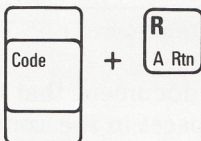
- If Auto Rtn light is off, to turn both lights on, depress



2. During playback the typewriter will stop if a word exceeds the right margin.

- Hyphenate light blinks.
- You can do one of the following:
 - To Hyphenate the Word: Delete the word. Type the word with the hyphen, Carrier Return, and finish typing the word on the next line.
 - To Place the Word on the Next Line: Carrier Return and continue playback.
 - To Place the Word on the Same Line: Depress Play + All.

3. When you have completed playing back the document and all hyphenation decisions have been made, turn the Hyphenate light off by depressing



Play Back — Tabs:

When playing back a document before leaving a storage area, you do not have to reset margins and tabs. They are still set in the typewriter.

If you have left a storage area to work on another document, and return to that original storage area later to play back, make sure your margins are set correctly. You don't have to reset the tabs because the typewriter automatically remembers how far they were from the left margin.

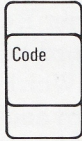



However, tabs must be set if you are making changes to tabs (adding or deleting) in a document.

To Play Back With the Same Line Endings:

The importance of making sure the Auto Rtn light is on when typing and making changes has been stressed in this module.

Having the Auto Rtn light on allows you to make changes and the lines are rearranged according to the margins set. Room is made for additions and when deletions are made, the words move together to fill the empty space.

If you typed a letter or any document and you are not changing it, you can turn the Auto Rtn light off and play back the document line for line exactly the way you typed it. Follow the steps below.

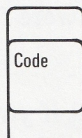

1. Turn Auto Rtn light off by depressing  +  + 
2. Tell typewriter which storage area you want to play back  + the letter (A-Z) where the document was stored.
 - Goes to beginning of storage area and playback begins immediately.

Multiple-Page Documents:

When typing a document that is more than one page, store all pages in the same Document Storage area.

While typing, place a Stop instruction at the end of each page. This will assist you when you are playing back the document.

The typewriter will stop at this point during playback. This gives you time to insert the next sheet of paper before continuing playback. To continue playback, depress Play, Play + Line, or Play + All.

To type a Stop instruction, depress  + 

CONCLUSION:

After the completion of this module, you should be able to store, playback with Document light on, and make changes to your work.

If you need help while doing your own work, use the 7,500 Memory section of the Reference Book.

Module III, Phrase Storage and Module IV, Additional Automatic Features contain information on additional uses of the IBM Electronic Typewriter 75.

Review Questions:

1. _____ moves you toward the beginning of a storage area.
2. _____ moves you toward the end of a storage area.
3. _____ allows you to erase words or lines from the storage area.
4. The Memory Full Warning occurs _____ characters before the end of memory.
5. What must you type after a syllable hyphen?

Answers:

1. Return
2. Advance
3. Delete
4. 100
5. carrier return

PHRASE STORAGE

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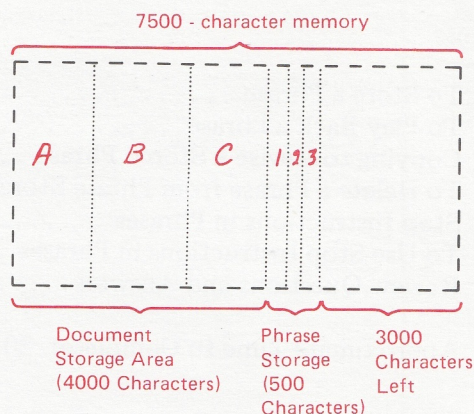
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Approximate Time to Complete: 20 minutes

PHRASE STORAGE:

Another kind of storage that shares the 7500-character memory with Document Storage (A-Z) is Phrase Storage (1-99). Use this to store frequently used information, such as, the date, address, closing, headings, or even paragraphs, etc. This information will be referred to as phrases.

You can play back a phrase by itself or it can be played back as part of a document. For example, you could store today's date as a phrase. It could be played back into any document that required today's date without retyping each time. It will be stored as part of that document in the Document Storage area selected.



To Store a Phrase:

1. If the Document light is on, turn it off by depressing
 - Ensures phrase will only be stored in Phrase Storage.
2. Select a Phrase Storage area and depress + any number 1-99
 - Phrase light comes on.
 - Connects you to the beginning of that Phrase Storage area.
 - Use a different storage area for each phrase.
3. Log where the phrase will be stored.
4. Type the phrase, including any spaces, tabs, or carrier returns that you want to play back with the phrase.
 - Auto Rtn light on (check light).
 - Can only correct errors in Phrase Storage by using the ☐ key.
5. To end Phrase Storage, depress
 - Phrase light goes off.
6. Repeat steps 1-5 for each phrase to be stored.

To Play Back a Phrase:

- Depress + 1-99 (Number where phrase is stored)
- Playback begins immediately.
 - Phrase light must be off or playback will not begin.

EXERCISE:


1. Use the margins shown at the right.
2. Store the three phrases below, each in a separate storage area (1-99). You will use these phrases in the next exercise.
3. Play back the phrases.

10 Pitch		12 Pitch	
Left Margin	10	Left Margin	18
Right Margin	72	Right Margin	80





May 18, 19xx (YCR) Phrase

Thank you for your above referenced purchase order for printed address stamps. CR

We welcome this opportunity to be of service to you. CR

When using Phrase Storage, you cannot make corrections in a Phrase Storage area unless you find the error while you are still on that line (before the carrier returns). Then you can use the  key to correct. If it is a short phrase and you notice errors on other lines, you could select that storage area again and retype. When you begin retyping, the old phrase is automatically deleted. However, if you notice errors in a longer phrase and do not want to retype, you can copy the incorrect phrase into Document Storage and revise it there. Here's how you do it:

Copying to Revise a Stored Phrase:

1. Select an empty Document Storage area by depressing  + any character A-Z.
 - Make sure it is a storage area that doesn't have any information stored in it.
2. Copy the phrase into Document Storage by depressing  + number where phrase is stored.
 - The phrase is now stored also in the Document Storage area you selected.
 - You are positioned at the end of the phrase just as if you had played it back.
3. Revise the phrase.
4. Return the corrected phrase to the same Phrase Storage area by depressing  + the number (1-99) where the phrase was stored.
 - "Old" phrase is automatically deleted.
5. Delete the phrase from the Document Storage area by depressing  + Alphabetic character where document was stored.

EXERCISE:

Now type the letter below using the margins at the right and play back the phrases you typed where they belong in the letter:

<u>10 Pitch</u>		<u>12 Pitch</u>	
Left Margin	10	Left Margin	18
Right Margin	72	Right Margin	80

1. Select an available Document Storage area for the letter.
2. Play back the date that you stored. (Play + number where stored.)
3. Type down to the beginning of the first paragraph.
4. Play back the first paragraph. (Play + number where stored.)
5. Type the second paragraph.
6. Play back the third paragraph. (Play + number where stored.)
7. Type the rest of the letter.
8. Play back letter from Document Storage. (Play + A-Z where stored in step 1.)
9. Delete the letter from the Document Storage area (Del + A-Z).
 - Each phrase is still stored in Phrase Storage and can be used whenever needed in any other documents.

May 18, 19xx

Adams Photo Shop
2222 Main Street
Peoria, IL 00000

Re: Your order A-77

Gentlemen:

Thank you for your above referenced purchase order for printed address stamps.

You will note on the attached copy of our order acknowledgement that the style numbers have been corrected in accordance with current catalog numbers. Up-to-date catalog sheets are enclosed for your reference.

We welcome this opportunity to be of service to you.


Yours very truly,

James E. Holes
Account Manager

JED:mb

Enclosure (2 CR)

To Delete a Phrase from Phrase Storage:

1. If you no longer need a stored phrase, depress . .  + number where phrase is stored
 - The phrase is deleted.
2. Repeat step 1 for every phrase to be deleted.


EXERCISE:

Delete the three phrases you have stored.

Stop Instructions in Phrases:

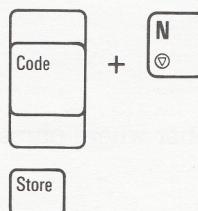
If there is information such as a date, amount, name, etc. that is different in each phrase type a Stop instruction (Code + N) where the information should appear. Then during playback, the Stop instruction will stop playback. You then type the variable information and continue playing back the phrase.

Example:

Thank you for the deposit of \$ for your reservations.

To Use Stop Instructions in Phrases:

1. Follow the same steps (1-4) listed under To Store a Phrase on the first page of this module.
2. Type a Stop instruction where you want the typewriter to stop during playback by depressing.
3. Continue typing and repeat step 2 for each Stop instruction needed in the phrase.
4. To end Phrase Storage, depress

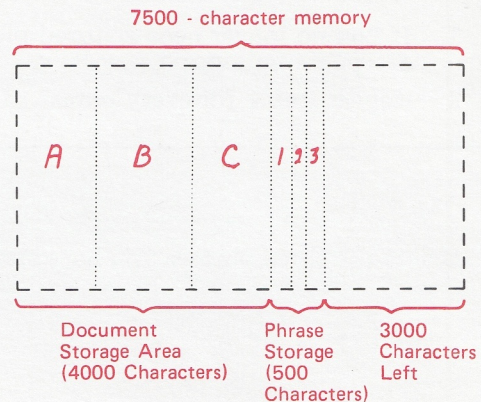


When playing back a phrase which has a Stop instruction(s), the typewriter will stop and you can type the variable information. To continue playback of the phrase, depress Play + All, Play + Line, or Play.

Conclusion:

Each document or phrase you store subtracts from the available space in the 7500-character memory.

Any phrase stored in a Phrase Storage area can be played back by itself or into documents in any of the Document Storage areas. Documents stored in Document Storage can only be played back as part of that storage area. They cannot be played back as part of another Document Storage area.



Review Questions:

1. While typing in Phrase Storage, you can only correct errors _____ the carrier returns.
2. The _____ light must be off before you can play back a phrase.
3. To play back a phrase, depress _____ + _____.
4. If anything is stored in a Phrase Storage area and you select that same area and begin typing, the old phrase is _____.
5. To copy a phrase from Phrase Storage to Document Storage, depress _____ + _____.
6. Do phrases you store subtract from the 7500-character memory?

Answers:

1. before
2. phrase
3. play + 1-99 (Number where phrase is stored)
4. deleted
5. Adv + number
6. yes

ADDITIONAL AUTOMATIC FEATURES

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FORM LETTERS AND OTHER REPETITIVE DOCUMENTS

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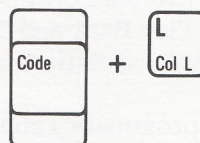
Approximate Time to Complete: 10 minutes

SETTING UP TABLES WITH COLUMNS OF WORDS:

When using Column Layout, you do not have to set tabs or figure how much space to put between columns. The typewriter does this automatically. All you have to do is type the longest line in each column and space to where your last column is to end. This will be referred to as a set-up line.

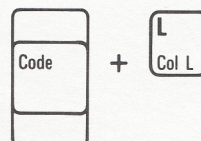
To Type a Table Using Column Layout:

1. Select a Document Storage area (optional).
 - Column Layout can be used without storing. Storing allows you to play back and make changes.
2. Begin the set-up line by depressing
 - The Columns light comes on.
 - It indicates that the typewriter is ready to figure and set tabs.
 - Auto Rtn light goes off.
 - All previous tabs are cleared.
3. To continue typing the set-up line, type the longest line in each column followed by Code + L (nothing will print). After typing the last character and Code + L in the last column, space to where that column is to end, then carrier return.
 - Now tabs are set for the beginning of each column.



Col L Col L Col L Col L
 ↓ ↓ ↓ ↓
 Mrs. M. C. Zellers 326 Verruman Dr. Liverpool, NY 13088 Spaces → CR

- If you need to start the set-up line over, carrier return and depress Code + L. Begin again at step 2.
4. Type the table.
 5. When you complete typing the table, carrier return and depress.
 - Columns light goes off.
 - Tabs that were set for the table are cleared and the typewriter automatically resets previous tabs.
 - Auto Rtn light comes back on.



When typing the longest line, it is only necessary that the typewriter know how many characters and spaces are in that line. You could type spaces for each character in the longest line.

EXERCISE:

1. Set the left margin at: 10 (10 pitch); 18 (12 pitch).
2. Select a Document Storage area.
3. Type the following set-up line.
 - Space from end of the zip code to: 75 (10 pitch); 83 (12 pitch)

Col L Col L Col L Col L
 ↓ Mrs. M. C. Zellers 326 Verruman Dr. Liverpool, NY 13088 ↓ Spaces → CR

4. Type the following table.

Ms. S. A. Kelman	5900 S. Jordan	Liverpool, NY 13088
Mrs. M. C. Zellers	1120 Spruce Rd.	Claremont, CA 91711
Mr. J. F. Waddell	326 Verruman Dr.	Houston, TX 77036

5. After typing the table, end Column Layout with a carrier return and a Code + L.

Making Changes To Tables With Words:

If a table has been stored, changes can be made using the same Adv, Rtn, Del, and Play functions.

For additional information on making changes and on Column Layout, see Column Layout in the Reference Book.

Review Questions:

1. When you enter Code + L all _____ are cleared.
2. For the set-up line, you type the _____ in each column followed by Code + L.
3. You _____ to where you want the last column to end and _____.

Answers:

1. previous tabs
2. longest line
3. space; carrier return

FORM LETTERS AND OTHER REPETITIVE DOCUMENTS:

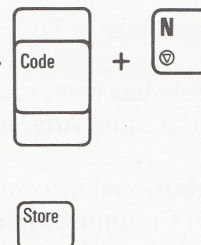
You can store entire documents that are repetitive, such as form letters, in a Document Storage area (A-Z).

First you type all the information that will be the same in each letter, including the spaces, carrier returns, and tabs.

If there is information that varies for each letter (inside address, salutation, etc.), type a Stop instruction (Code + N) where that information should appear. Then during playback, the Stop instruction will stop playback. You then type the variable and continue playing back the letter. Here's how you do it.

To Store a Form Letter (Repetitive Document):

1. Select a Document Storage area.
 - Note where the letter is stored.
2. Type the document, including CRs and spaces.
3. Type a Stop instruction where you want the typewriter to stop during playback by depressing
 - Variable information will be typed when playback stops.
4. To end the document, depress.
 - Document light goes off.



EXERCISE:

1. Use the margins and tabs shown at the right.
2. Type the form letter below and a Stop instruction where you see Ⓢ.

<u>10 Pitch</u>	<u>12 Pitch</u>
Left Margin 10	Left Margin 18
Tab 15	Tab 23
Right Margin 72	Right Margin 80

April 4, 19xx (4CR)

Ⓢ (2CR)

Dear Ⓢ:

Thank you for the deposit of \$Ⓢ on your tour reservations.

If you have any questions concerning the travel arrangements we will be making for you, please let us know.

Sincerely yours,

Conrad Mercer

To Play Back and Type Variables in a Form Letter:

1. Document light is off.
 - You are not in the 7500-character memory because you don't want the variables stored as part of your form letter.
2. Auto Rtn light is on.
3. To play back the letter, depress. Play + the letter (A-Z) where the document was stored.
 - Playback begins immediately.
4. When playback stops, type the variable information.
 - Since the Document light is off, you are typing using the one-line memory.
 - If you make an error while typing the variables, use the steps for error correction found in Module I.
5. To continue playback, depress. Play + ? / All
6. Repeat steps 4 and 5 until the letter is finished.
7. To play back another letter, start with step 1.
 - You cannot use Return All to go to the beginning of your letter because the Document light is off.

EXERCISE:

Play back the form letter you typed in the previous exercise. Insert the following variable information at the appropriate Stop instruction. Remember all CRs and spaces were typed with your form letter.

1. Ms. Constance Landers
Canton Apartments
Canton, NY 00000 *Play + All*

Ms. Landers *Play + All*

1,000.00 *Play + All*

2. Mr. David Smith
Longwood Drive
Southbury, CT 00000 *Play + All*

Mr. Smith *Play + All*

3,000.00 *Play + All*

For additional information about the Stop instruction, see Stop instruction in the Reference Book.

Review Questions:

1. When typing and storing a form letter, a _____ is typed where variable information is needed.
2. When playing back the form letter, make sure the Document light is _____.

Answers:

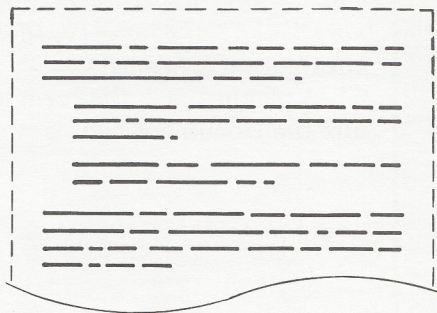
1. Stop instruction
2. off

TYPING INDENTED PARAGRAPHS:

When typing documents with indented paragraphs (see example on the right), you don't have to depress the tab key for each indented line.

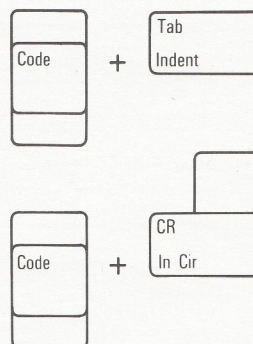
Instead you Indent (Code + Tab) one time for each indent level. This sets a temporary left margin. When the carrier returns, it returns to this temporary left margin. When you need to return to the original left margin, use Indent Clear (Code + CR).

Example:



To Type Indented Paragraphs:

1. Select a Document Storage area (optional).
 - Indent can be used without storing. Storing allows you to play back and make changes.
2. Set the margins and tabs.
 - Make sure you have set a tab at the beginning of each indent level.
3. Type until you reach the line where the indented paragraph begins.
4. Enter an Indent Tab by depressing
5. Type the indented paragraph(s).
 - Carrier returns to the temporary left margin for each indented line.
6. To return to the original left margin, depress



EXERCISE:

1. Use the margins and tabs at the right.

2. Store the paragraphs below:

- At ☆ enter an Indent Tab.
- At # enter Indent Clear.

10 Pitch	12 Pitch
Left Margin 10	Left Margin 18
Tabs 15	Tabs 23
Right Margin 72	Right Margin 80

Tank materials most likely to be used in water storage are steel, concrete, aluminum, and plastics.

☆ Steel tanks should be lined with a material such as butyl rubber to prevent internal corrosion from the water.

Concrete tanks may not require lining, depending on quality, but require additional reinforcing and sealing of joints because of temperature stresses. #

A number of different modular and permanent tanks are shown in Figures 12-1 through 12-6.

Making Changes to Indented Paragraphs:

If an indented paragraph(s) has been stored, changes can be made by using the Adv, Rtn, Del and Play functions.

For additional information about making changes and the Indent Feature, see Indent in the Reference Book.

Review Questions:

1. You must set a _____ at the beginning of each indent level.
2. To return to the original left margin, depress Code + _____.

Answers:

1. tab
2. Indent Clear

TYPING TABLES WITH COLUMNS OF NUMBERS:

Number Alignment is used for typing statistical tables. It simplifies the typing of numbers because you don't have to worry about alignment. The IBM Electronic Typewriter 75 does that for you automatically.

You set a tab where the decimal point will be in each column. If there is no decimal point, set the tab at the end of the whole number (see examples on right).

Set Tab
↓
333.33
22.22

Set Tab
↓
333
22

Count the number of digits to the left of the decimal point.

- Do not count commas; the typewriter automatically allows space for them.
- Do count the dollar sign, parenthesis, etc; they are considered a digit.


987 654 321 **987 654 321**
\$99,999,999.00 or \$99,999,999

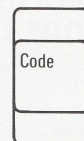
When typing, instead of tabbing from one column to the next, enter Code + number of digits you counted. This moves the carrier in position to type the number.

- Use the number 1, not the lower case "L".

Type the number including the commas, if any.

To Type a Table Using Number Alignment:

1. Select a Document Storage area (optional).
 - Number Alignment can be used without storing. Storing allows you to play back and make changes.
2. Set tabs for each column.
3. Count the digits to the left of the decimal point.
 - Do not count commas.
4. To move the carrier in position to type the number, depress
 - If you code the incorrect number and the carrier is not at the correct position, space or use the  key to align the number correctly.



Number key for number of digits to left of decimal point.

EXERCISE:

Type the following table using Number Alignment. Use the margins and tabs shown at the right:

10 Pitch
Left Margin 10
Tabs 16, 43, 69
Right Margin 72

12 Pitch
Left Margin 18
Tabs 24, 51, 77
Right Margin 80

333.33
16,000.00
1.00

4,444.00
1.11
222.22

333.00
5,555.00
22.00

To Type Numbers Without Commas:

Remember, the typewriter automatically makes room for commas in a number. You may type columns of numbers that do not have commas. Therefore, you will have to type these numbers differently.

Example 1:

YOU COUNT 4 DIGITS 4 3 2 1
7,500
TYPEWRITER ADDS 1 FOR COMMA

Example 2:

YOU COUNT 4 DIGITS 4 3 2 1
7500
TYPEWRITER STILL ADDS 1 FOR
COMMA (No comma there)

Therefore when you type a number without commas, you must type a space before the number so that it will align properly.

Enter: Code + 4 for 7500

Type: \overline{S} 7500

If you don't remember to put in the space, your number will not align correctly.

Some examples of when you would space once before typing the number are:

7500	\$400,000
\$400	
-600	

There may be some numbers where you would have to space twice before typing the number. Some examples are:

2000000
-200000
\$200000

Counting and Typing Numbers with Spaces After the Dollar Sign:

When the first number in a column has a space between the dollar sign and the number, you:

1. Look at the entire column.
2. Count the longest number and add one for the dollar sign.
3. Use the Code + that number for moving the carrier to the correct position to type the dollar sign.
4. Type the dollar sign.
5. Space to where the number should begin.
 - Include a space for the comma.

8
\$ 11,877
7,215,753
7 654 321

Making Changes to Tables with Numbers:

If a table has been stored, changes can be made using the same Adv, Rtn, Del, and Play functions that you used to make changes in a document.

For additional information on making changes and on Number Alignment, see Number Alignment in the Reference Book.

Review Questions:

1. What do you count to the left of the decimal point?
2. You do not count _____. The typewriter allows space for them.
3. If you want to type \$400 (no comma), you have to _____ one time before typing the number.

Answers:

1. digits (numbers, spaces, dollar signs, parenthesis, etc.)
2. commas
3. space

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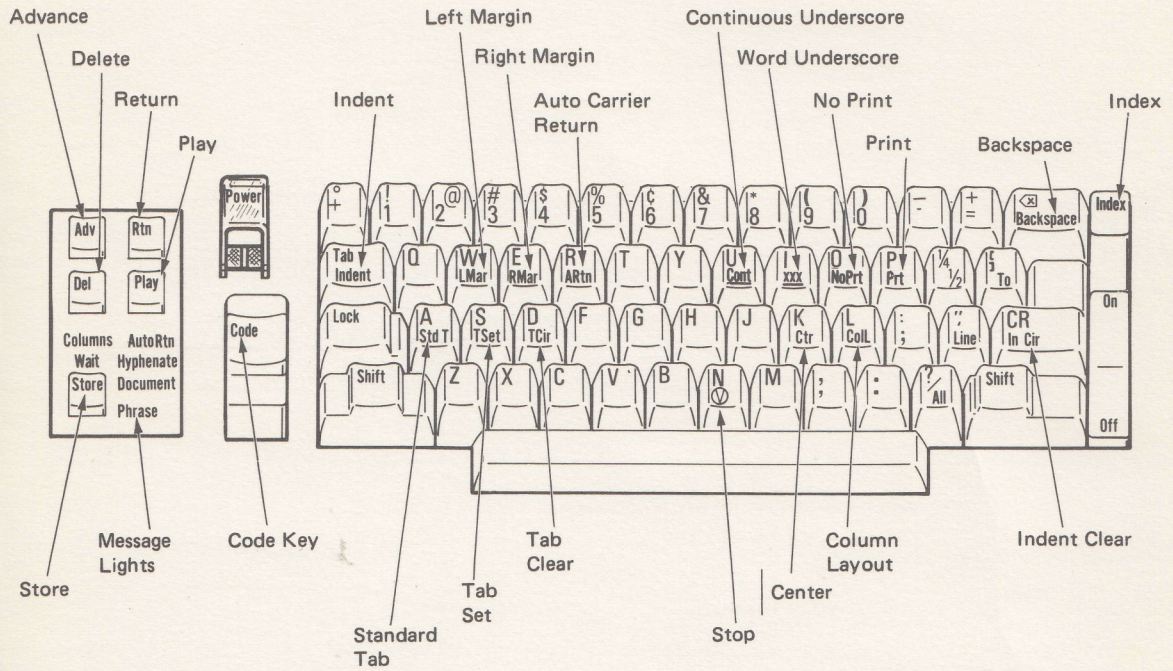
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COMMENTS





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OPD Form No S544-0651-3 Printed In USA 779/980

PN 1440527